School is notified of a student with potential unique mealtime needs

Notification must be transferred to written form if not already:
- Email/Letter
- Referral
- Physician prescription
- Medical Statement

If school personnel are the first to identify potential unique mealtime needs, a meeting must be convened to discuss concerns with parent/guardian

Received by Agent of the School

504 Coordinator | School Nutrition Director/Manager | Exceptional Children Staff | Guidance Counselor | School Administrator | Teacher | School Nurse | Other Staff

School Administrator or Designee (e.g., 504 Coor.)

Has a Medical Statement for Students with Unique Mealtime Needs for School Meals been completed?

No

School Administrator/Designee may need input from School Nutrition Director, EC Staff or School Nurse to determine if info is clear and substantive.

Maybe

Yes

Is the info clear and substantive?

Yes

Does the student already have an IEP, 504 Plan, IHP, or EAP?

Yes

Convene School IEP/504 Team to review Medical Statement. Ensure School Nutrition is represented.

No

Convene team to review Medical Statement and determine if a Child Find obligation exists. Ensure School Nutrition is represented.

No

Consult with School Nurse. If needed, obtain clarifying information from physician/medical authority, who completed the Medical Statement.

A Medical Statement for Students with Unique Mealtime Needs for School Meals must be completed and signed by the parent/guardian and a physician/medical authority.

No

A Medical Statement for Students with Unique Mealtime Needs for School Meals must be completed and signed by the parent/guardian and a physician/medical authority.

No

Ensure School Nutrition Dir/Mgr has reviewed Medical Statement and determined if accommodations can be made outside of a disability determination/within existing meal pattern.